

CERTIFIED GUARDIAN APPLICANT CHECKLIST

Do you qualify?

- _____ at least 21 years old
- _____ high school diploma or GED
- _____ successful completion of the Texas Certification Exam

- _____ at least two years of relevant work experience related to guardianship
- _____ OR
- _____ a minimum of a bachelor's degree in a field related to guardianship
e.g., medical, mental health, law, business, accounting, social work, sociology,
psychology, criminal justice.
- _____ OR
- _____ completion of a Board approved course

Criminal history record search required?

First-Time Applicant (not already provisionally certified)

- _____ **required:** criminal history record by fingerprint search
 - search performed no more than 90 days before you apply for certification
 - results go directly to the Board

Provisionally Certified More Than Twelve Months at the Time You Apply

- _____ **required:** updated criminal history record will be requested by Board staff upon receipt of complete application form and payment of required fees
 - new fingerprints are not necessary

Provisionally Certified Less Than Twelve Months at the Time You Apply

- _____ **not required:** updated criminal history report

Is your application form complete?

- _____ contact preference is indicated
- _____ no spaces have been left blank
 - for example: if you do not have a college degree, indicate "N/A"
- _____ if provisionally certified at the time you apply, continuing education documentation is included
- _____ application is signed and notarized

Did you include payment with your application?

- _____ \$25.00 (application fee only)
 - first-time applicants
- _____ \$25.00 (application fee only)
 - applicants who have been provisionally certified less than twelve months when they apply for certification
- _____ \$56.50 (\$25.00 application fee plus \$31.50 for an updated criminal history report)
 - applicants who have been provisionally certified more than twelve months when they apply for certification

Please Note:

- Payment must be submitted with your application form.
- You may submit your application for certification before you have taken the required exam. You must indicate the day you intend to take the exam on the application. Your application will be held pending receipt of exam results from the exam administrator.
- There is a separate registration form for the certification exam, and payment must be made separately.
- You may submit your application before you have your fingerprints taken. Your application will be held pending receipt of your criminal history record information.
- If you are provisionally certified when you apply, regardless of the length of your provisional certification, you must submit verification of attendance at Board-approved continuing education courses completed during your provisional certification period.